

# EXHIBIT 4

## Shelter Guest Schedule & Requirements



## **Shelter Guest Schedule & Requirements**

**We are a sober and clean Shelter.** No one is allowed to stay if they are inebriated or high. If we suspect a potential shelter guest might be under the influence, upon staff's discretion, we will utilize the breathalyzer and/or administer a drug test.

### **5:45pm:**

- *Line up in the courtyard to be checked in by Shelter Staff*
  - *Random bag-checks will be made nightly.*

### **6pm:**

- *Dinner will be served*
  - *Guests may only sit at the red tables to eat.*
  - *Seconds will be served when announced.*
  - *If a guest does not finish their meal, they may not save it.*
  - *Dinner will wrap up around 6:30pm*

### **7:30: (approximately)**

- **After** *everything is cleaned up and the staff is ready, staff will open the mat closet for distribution based on signup sheet.*
  - *Get in line and your name will be called to get your mat.*
  - *Staff will give you a bag with blankets and a sheet.*

### **8pm: (or when 2nd Shelter employee arrives)**

- *Shower House opens*
  - *Sign up to take a shower.*
  - *Sign up to get your laundry done.*
  - *If you need clothing/ hygiene products ask the Shelter worker*
  - *You may watch a movie and chill in the lounge area until lights out or staff informs you it's time to move.*

### **11pm:**

- *Lights out*
  - *Cell phones must be turned off and/or put on silent.*
  - *Courtyard door will now be locked for the night.*

### **5am:**

- *Door to the courtyard will be unlocked*



**6:30am:**

- Coffee and breakfast will be set out.
- If clothes were washed the night before, you will find them on the black cart by breakfast, with your name on them.

**7:30am:**

- Everything needs to be put away & completed
  - *Guests beds must be put away.*
  - *Assigned guest chores completed*
- If a guest needs new bedding, feminine products, or medicine they may ask Shelter staff at this time.

**Additional Shelter important information:**

- *If a guest wants to stay during the day, they must **move over by the sound system or sit at the back, black tables.***

- *Guests are allowed to stay inside the building pretty much all day.*

Exceptions: *Guests will have to line up outside for lunch at 11:30am and then after lunch service closes, wait in the courtyard while the dining hall is cleaned. Guests **MUST** keep all personal belongings with them.*

- *If a guest needs to arrive later than 5:45pm, due to appointments, work, ect. They **MUST** inform Shelter staff the morning **before** the evening they will be arriving late. If a guest fails to do this, they may lose their place in line for a bed.*

**Saturdays:** *Only guests who stayed in the shelter Friday night are allowed to stay in the shelter during the day on Saturdays.* These guests will also be preregistered for Sat. night (as long as all other rules above were observed satisfactorily).

All other potential shelter guests will have to arrive at 5:45 in the DHC courtyard for registration of remaining unassigned beds.